

BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
December 27, 2017

Members Present: Pam Deppe, Brad Miller, Jason Ratts, Jeff Thomas

Members Absent: Vera Small

Others Present: Josh Langfelder, Patty Meyer, Todd Smith, Jim Stone, Denise E. McCrady (Secretary)

Chair Ratts called the meeting to order at 4:45 p.m.

Ratts requested a motion to approve the November 27, 2017 minutes. A motion to approve the minutes was made by Deppe and seconded Miller. Motion carried (4-0).

Josh Langfelder, Recorder, addressed the Committee requesting approval to promote Christine Garrett from Recording Clerk Leadworker to Recording/Indexing/Verifying Clerk with an increase in annual salary from 44,857.61 to \$47,100.49, promote Deb Burke from Research Clerk to Recording Clerk Leadworker with an increase in annual salary from \$32,037.12 to \$33,638.98, and to hire Christina Pennaman as a replacement Public Info/Research Clerk at an annual salary of \$31,000, with all three being effective January 8, 2018. A motion to approve the request was made by Thomas and seconded by Miller. Motion carried (4-0).

Jim Stone, Public Health, addressed the Committee requesting approval to enter into an agreement with the Springfield Art Association to paint a mural on a wall in the Children's waiting room at the Public Health Department. The cost of \$750 will be paid from the marketing fund. A sketch of the mural was given to the Committee members. A motion to approve the request was made by Thomas and seconded by Deppe. Motion carried (4-0).

Patty Meyer, Building & Grounds, addressed the Committee requesting approval to renew the contract with Simplex for the fire alarm and sensitivity testing at a cost of \$1,794.20/year for four years. A motion to approve the request was made by Thomas and seconded by Deppe. Motion carried (4-0).

Meyer requested approval to renew the contract with ECSI for the maintenance/support agreement for the automated controls for the Courtside of the building at a cost of \$2,482/month for 2018. A motion to approve the request was made by Thomas and seconded by Miller. Motion carried (4-0).

Meyer requested approval to renew the contract with ECSI for the maintenance/support agreement for the automated controls for the Public Health/Community Resources building at a cost of \$7,580/year. A motion to approve the request was made by Deppe and seconded by Miller. Motion carried (4-0).

Meyer requested approval to upgrade the automated logic controls at the Juvenile Center (Sangamon County East Complex) at a cost of \$4,300. A motion to approve the request was made by Thomas and seconded by Miller. Motion carried (4-0).

Meyer presented to the Committee her monthly report. Items included training for her staff on technical training of ECSI Automated Logic, preventative maintenance needed on the switchgear coming into the building, and the desire to purchase a Plasma Cutter at a cost of \$1,319 and a TIG Welder at a cost of \$1,439. Meyer will report back to the Committee in January on the cost of the ECSI training.

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Deppe and seconded by Miller. Motion carried (4-0).

A motion to adjourn was made by Miller and seconded by Deppe. Motion carried (4-0). Meeting adjourned.

APPROVED